

Ton Duc Thang University
**CENTER FOR APPLIED
INFORMATION TECHNOLOGY**



Course Lecture

MOS WORD 2016

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- Textbooks

- [1]. Joan E. Lambert, [2017] MOS 2016 Study Guide for Microsoft Word

- Main references:

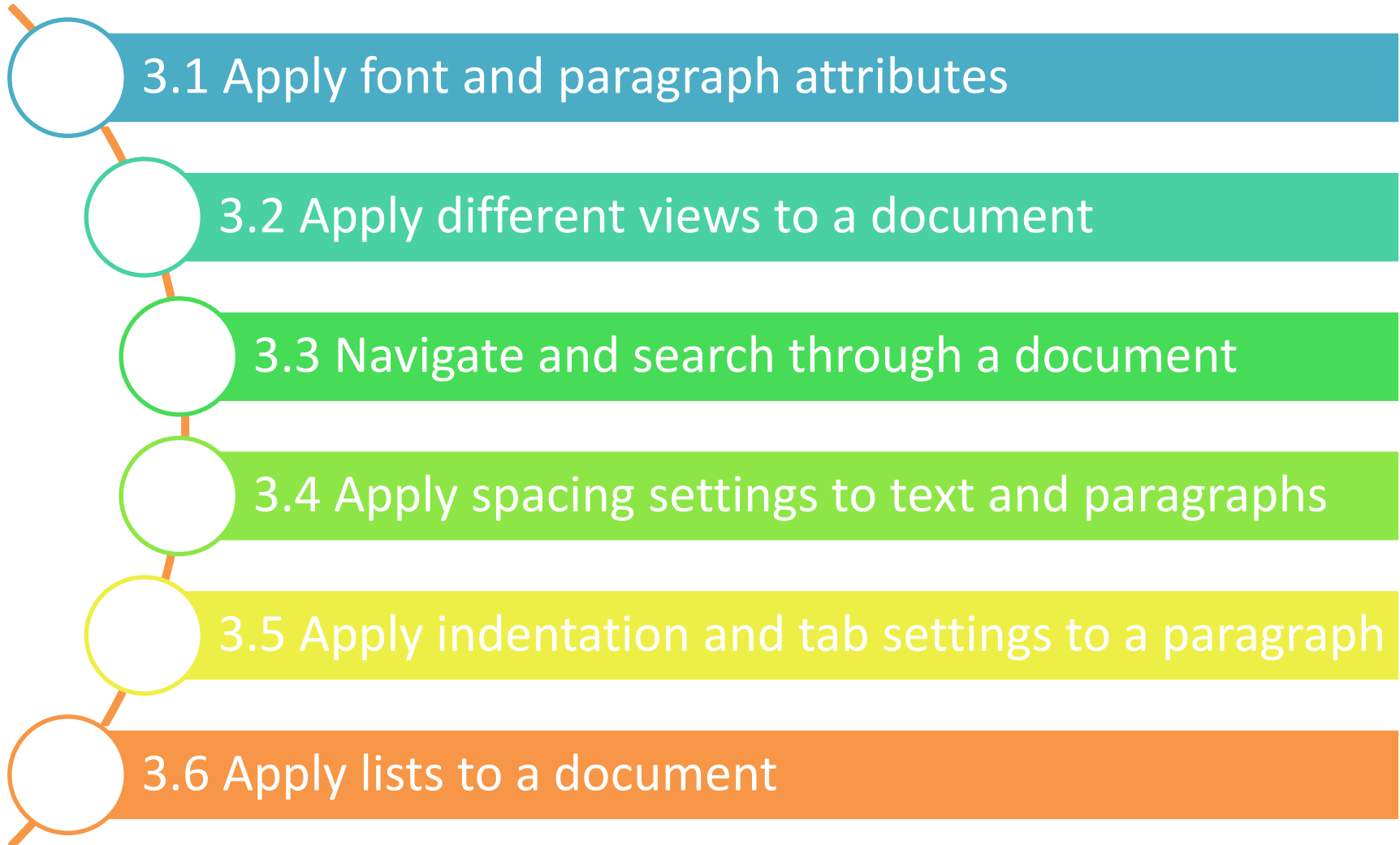
- [2]. Wiley, [2016]. Microsoft Official Academic Course MICROSOFT WORD 2016.
- [3]. Windows 10 tutorialspoint SIMPLY EASY LEARNING [2018].

Ton Duc Thang University


Chapter 3

VIEWING AND FORMATTING CONTENT

Chapter 3. Viewing and formatting content

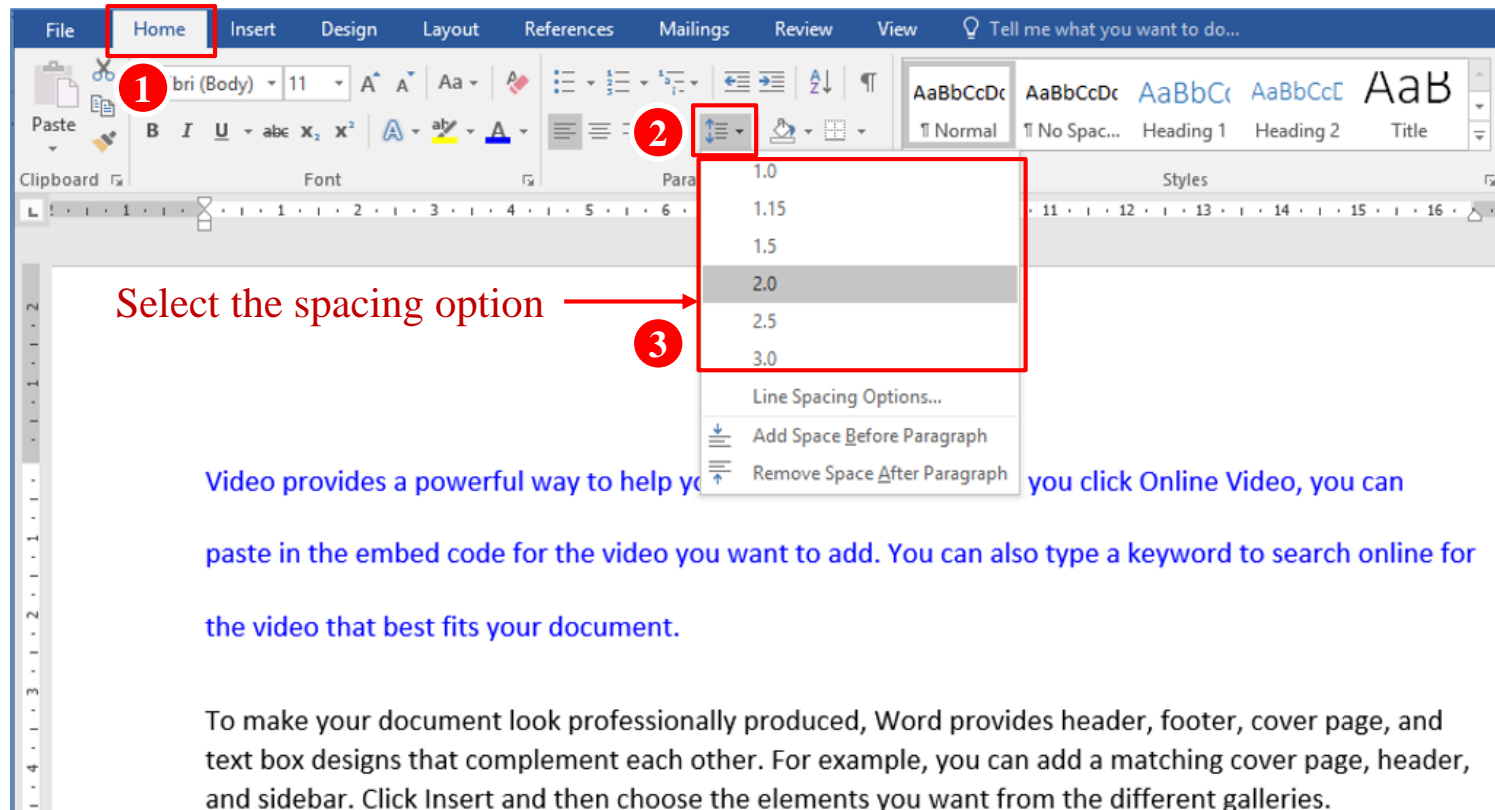


Chapter 3. Viewing and formatting content

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- 3.1 Apply font and paragraph attributes
 - 3.2 Apply different views to a document
 - 3.3 Navigate and search through a document
 - 3.4 Apply spacing settings to text and paragraphs
 - 3.5 Apply indentation and tab settings to a paragraph
 - 3.6 Apply lists to a document

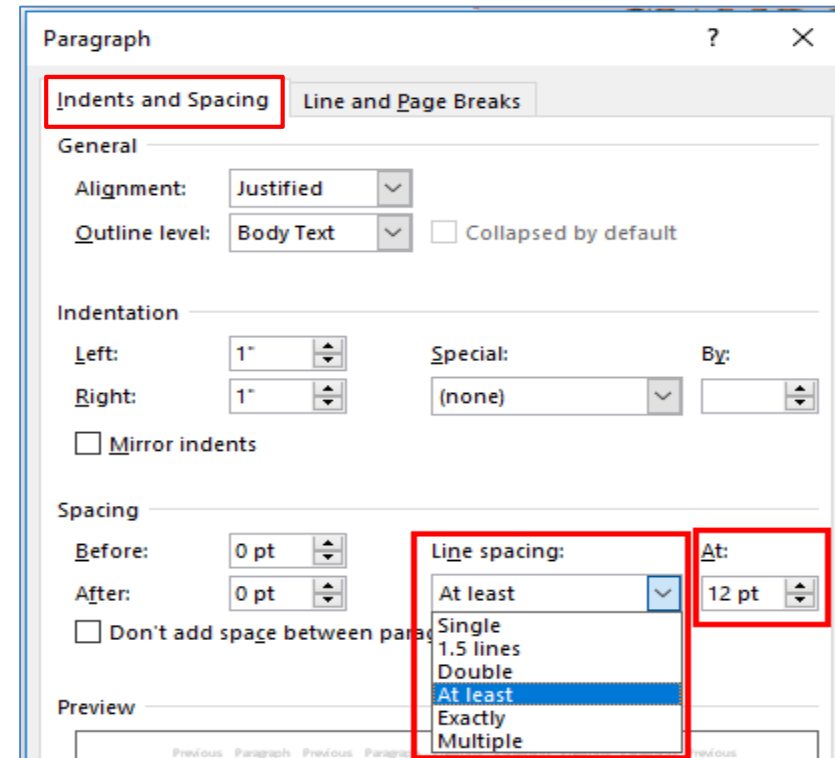
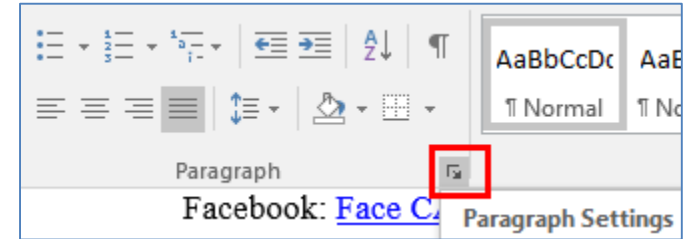
3.4 Apply spacing settings to text and paragraphs

- Change the line spacing of selected paragraphs (2 ways):
 - 1: Home** tab → select **Line and Paragraph Spacing** → select the spacing option.



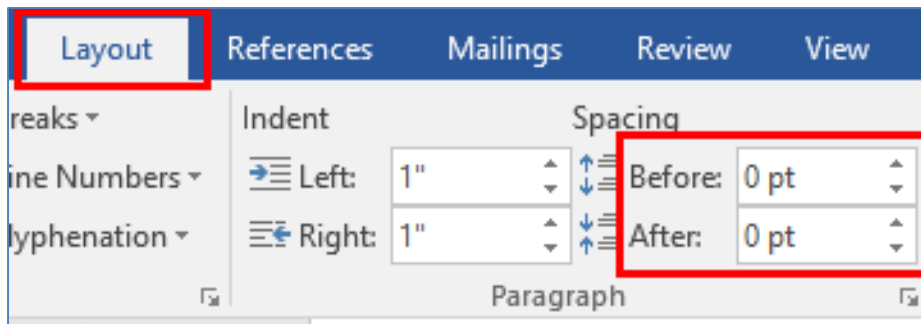
3.4 Apply spacing settings to text and paragraphs

- Change the line spacing of selected paragraphs (cont.)
 - 2: Open Paragraph dialog box (**Home** tab → **Paragraph**) → **Indents and Spacing** tab → change spacing option in **Line spacing** → select **OK**.



3.4 Apply spacing settings to text and paragraphs

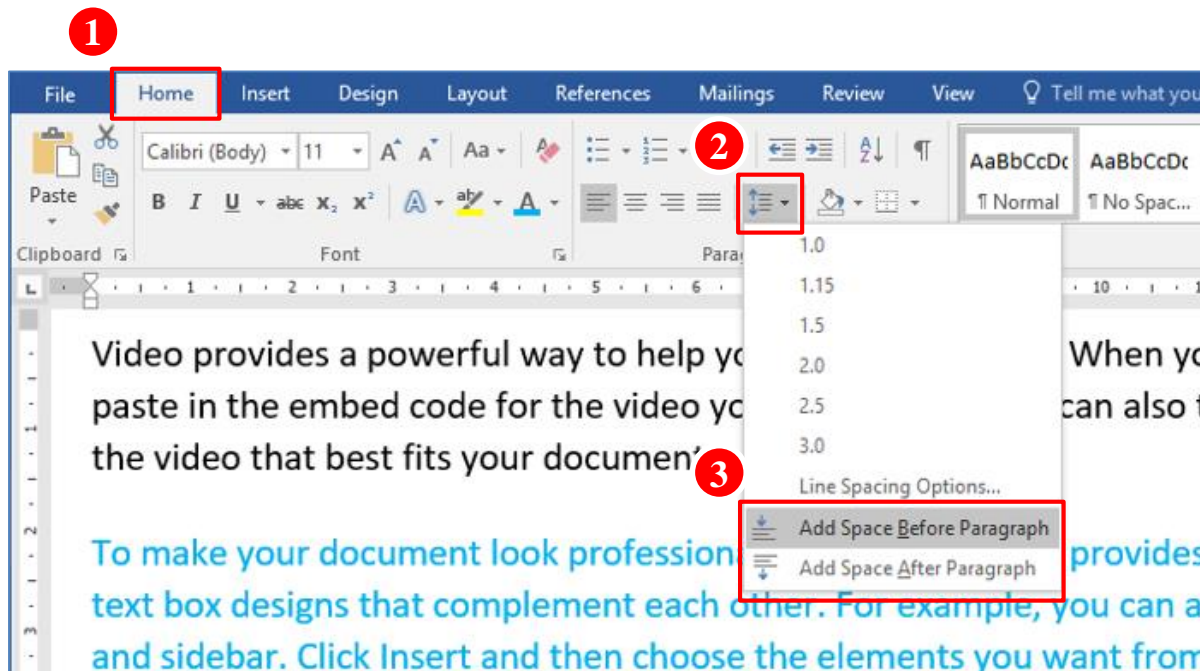
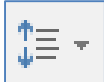
- Change the paragraph spacing of selected paragraphs (3 ways):
 - **1: Layout** tab → **Paragraph** group → Enter the value for the spacing **before selected paragraphs** in **Before** or enter the value for the spacing **after selected paragraphs** in **After**



3.4 Apply spacing settings to text and paragraphs

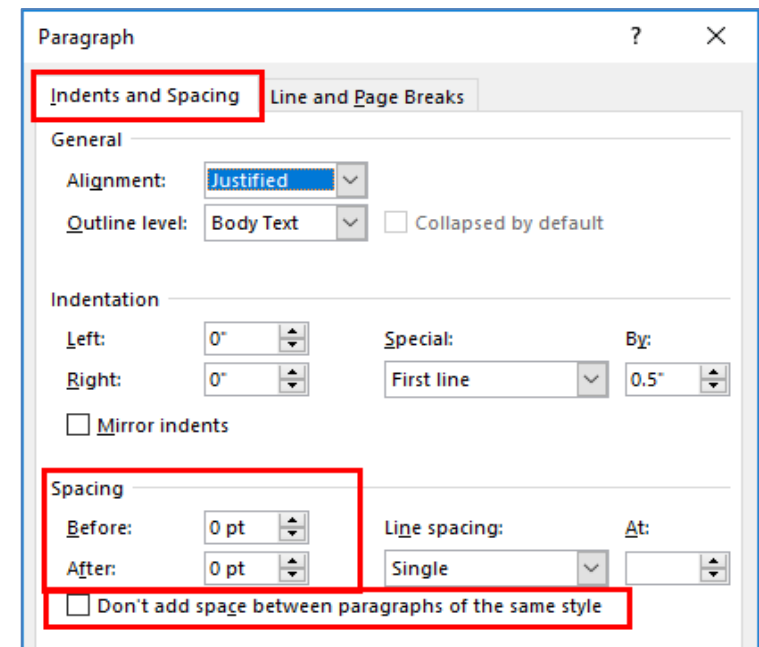
- Change the paragraph spacing of selected paragraphs (cont.):

- **2: Home tab** → **Paragraph group** → **Line and Paragraph Spacing**



3.4 Apply spacing settings to text and paragraphs

- Change the paragraph spacing of selected paragraphs (cont.):
 - **3:** Open **Paragraph** dialog box → In the **Spacing** pane
 - **Before:** spacing before selected paragraphs
 - **After:** spacing after selected paragraphs
 - Check **Don't add space between paragraphs of the same style** if you do not want to apply the spacing for paragraphs of the same style.

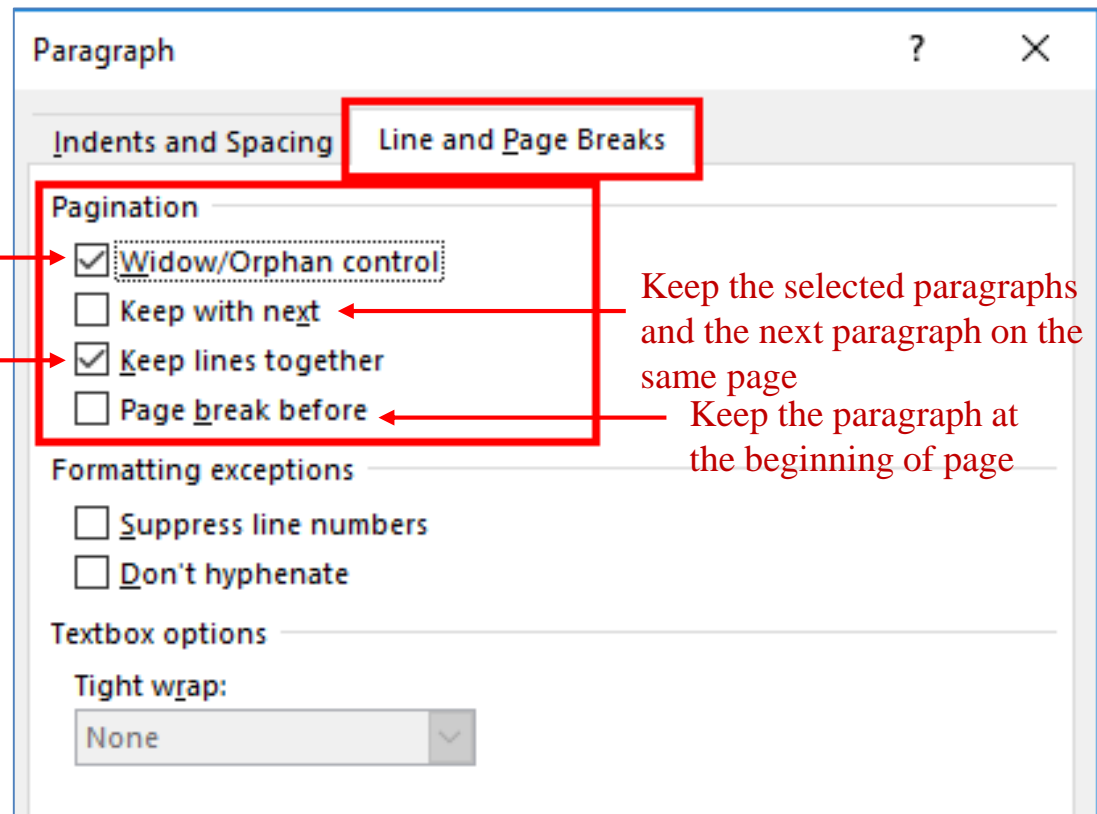


3.4 Apply spacing settings to text and paragraphs

- Options for line and page breaks:
 - Select the paragraph → Open the **Paragraph** dialog box → **Line and Page Breaks** tab → check the option.

At least 2 lines of the paragraph at the end of page are moved to the next page


Prevent page break between lines in a paragraph



Keep the selected paragraphs and the next paragraph on the same page

Keep the paragraph at the beginning of page

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 - 3.6 Apply lists to a document





3.5 Apply indentation and tab settings to paragraphs

1/. Indent paragraphs

2/. Set tab stops

1 – Indent paragraphs

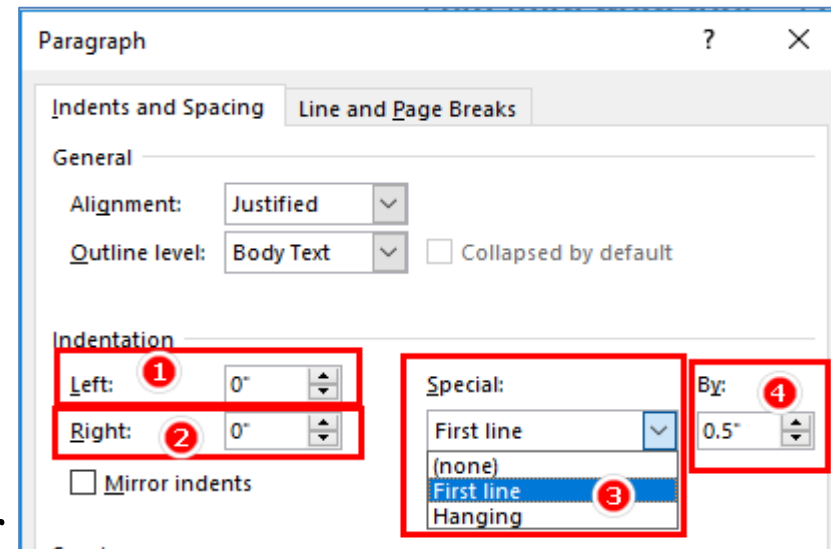
- **4 types:**

- **First Line Indent** : the marker for left indent of the first line in a paragraph.
- **Hanging Indent** : the marker for left indent of the remaining lines in a paragraph.
- **Left Indent** : the marker for left indent of a paragraph.
- **Right Indent** : the marker for right indent of a paragraph.

1 – Indent paragraphs

- Change the indentation of selected paragraphs:

- Open the **Paragraph** dialog box
- Set left indent in **Left** (1)
- Set right indent in **Right** (2)
- Set **First line** or **Hanging** in **Special** (3) and enter value in **By** (4)

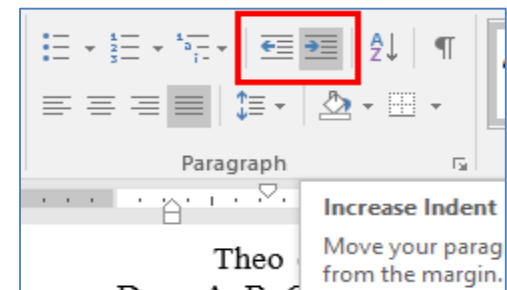
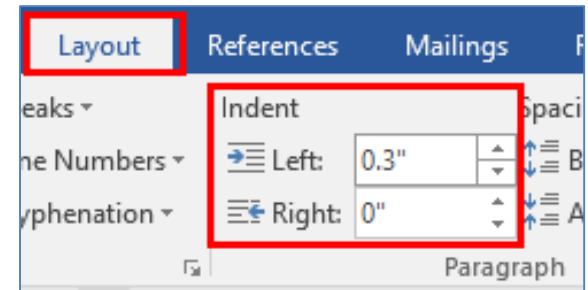
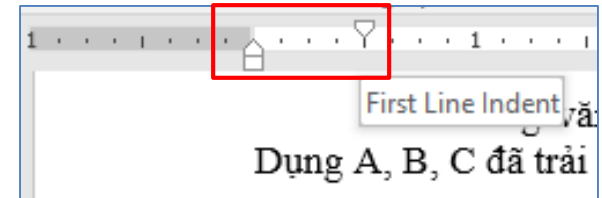


1 – Indent paragraphs

- Change the indentation of selected paragraphs:

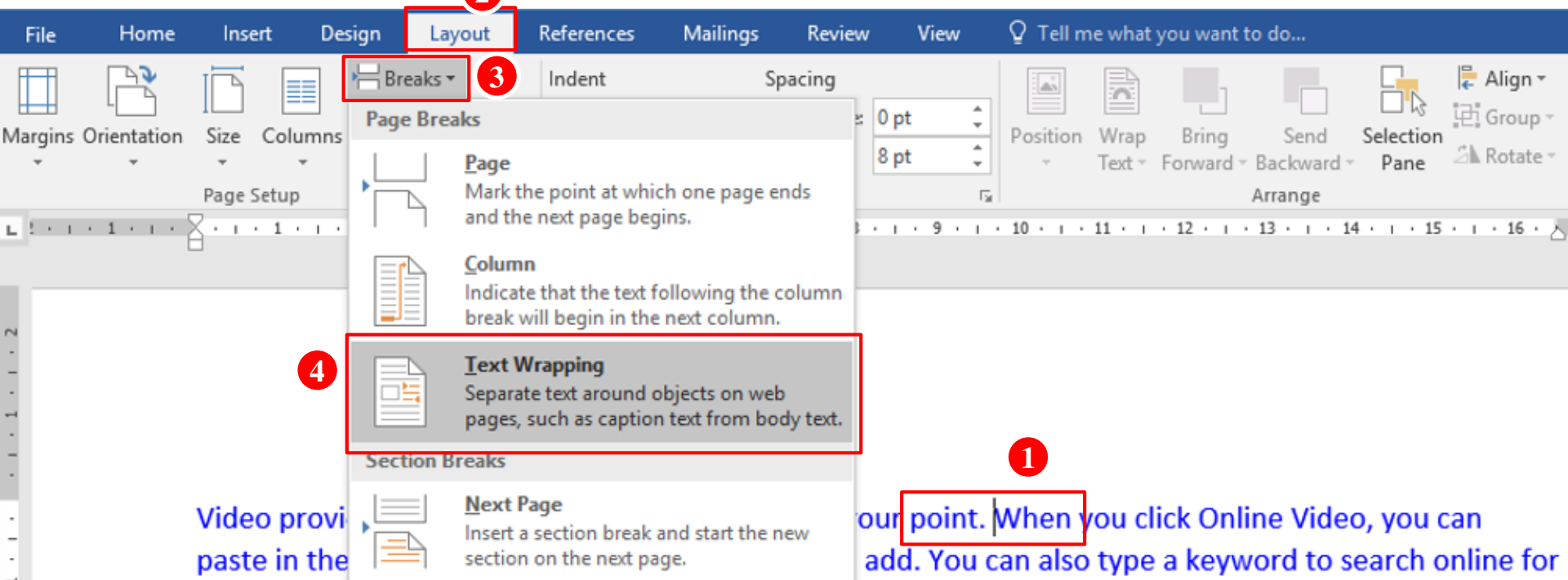
Other ways:

1. Use tab symbols and drag markers on the ruler.
2. **Layout** tab → **Paragraph** group → in the **Indent** pane → increase/decrease left indent in **Left** or right indent in **Right**
3. **Home** tab → **Paragraph** group → select **Increase Indent** or **Decrease Indent**



1 – Indent paragraphs

- Insert a line break but still in the same paragraph: Put the cursor at the position to insert a line break → **Layout** tab → **Breaks** → select **Text Wrapping**



3.5 Apply indentation and tab settings to paragraphs

1/. Indent paragraphs

2/. Set tab stops

- 5 types of tabs:
 - **Left tab:** Align the left end of the text with the tab stop.
 - **Center tab:** Align the center of the text with the tab stop.
 - **Right tab:** Align the right end of the text with the tab stop.
 - **Decimal tab:** Align the decimal point in the text with the tab stop.
 - **Bar tab:** Insert a vertical bar aligned with the tab stop and do not enter TAB key on the keyboard

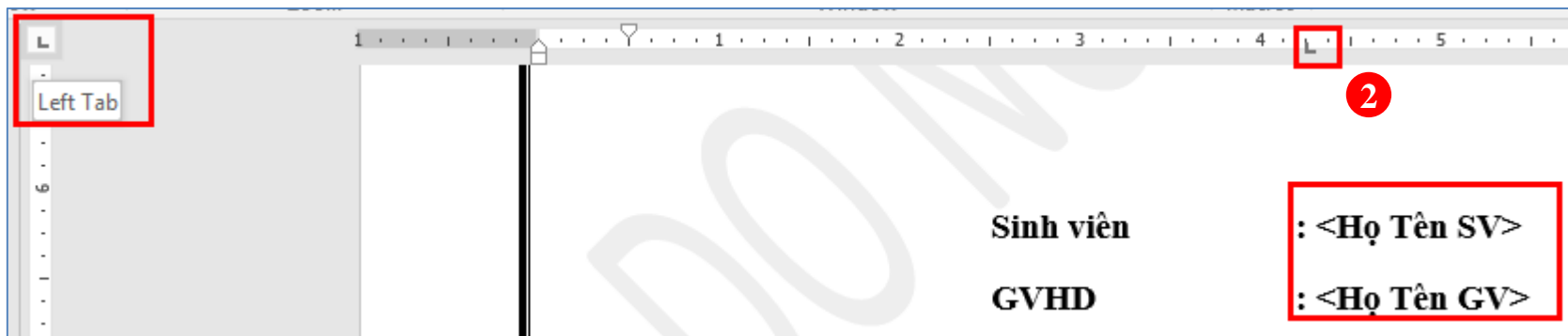
2 – Set tab stops

- Set a tab stop (2 ways):

- 1:

- Click the **Tab** button located at the left end of the horizontal ruler until the type of tab stop you want appears (1).
 - Click the horizontal ruler where you want to set the tab stop (2).

1



2 – Set tab stops

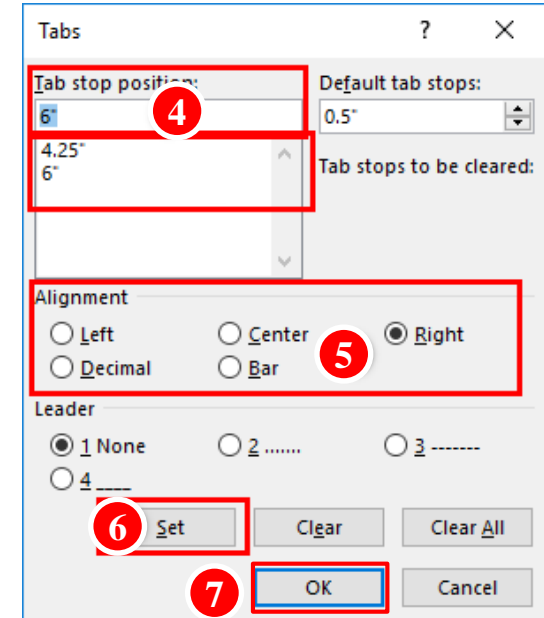
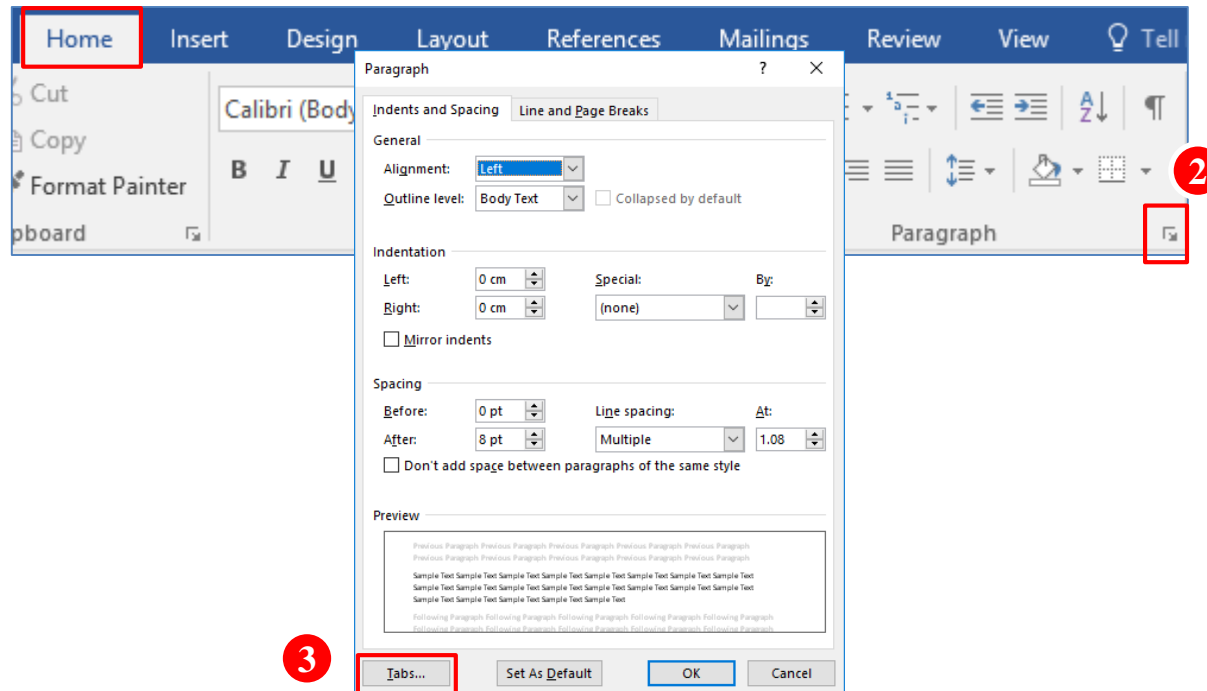
- Set a tab stop (cont.):

- 2: **Home** tab (1) or **Page Layout** tab → open the **Paragraph** dialog box (2).

- At the bottom left of the dialog box → select **Tabs** (3).

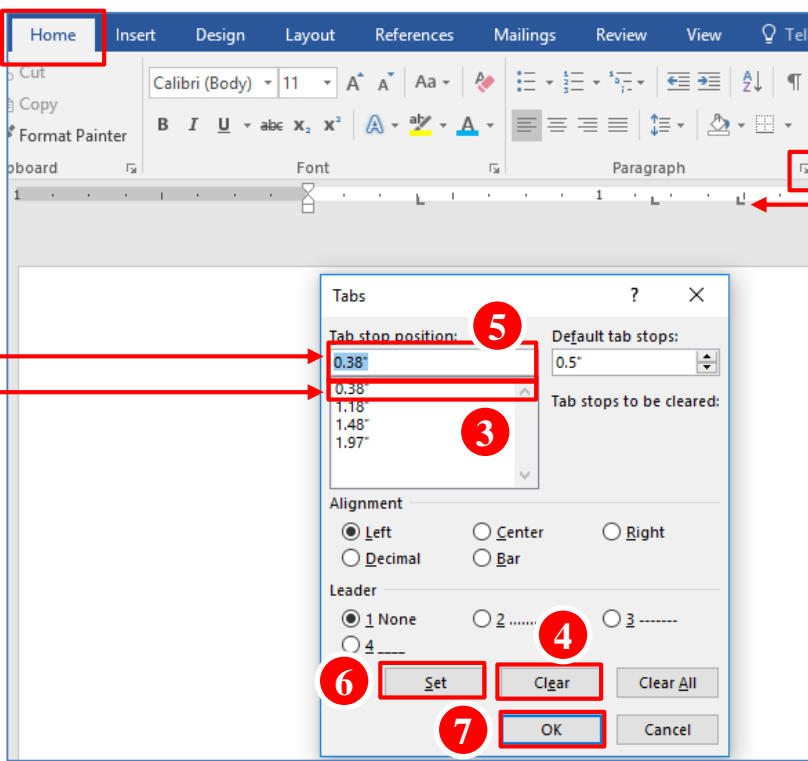
- In the **Tabs** dialog box → in **Tab stop position** → enter the value (4).

- In the **Alignment** → select type of tab stop (5) → **Set** (6) → select **OK** (7).



2 – Set tab stops

- To change the position of an existing tab stop:
 - On the ruler, drag the tab stop to the left or right.
 - OR** in the **Tabs** dialog box, select the tab you want to delete in **Tab stop position** → click **Clear** button to delete this tab → enter new value for the tab you want to change → **Set** → select **OK**.



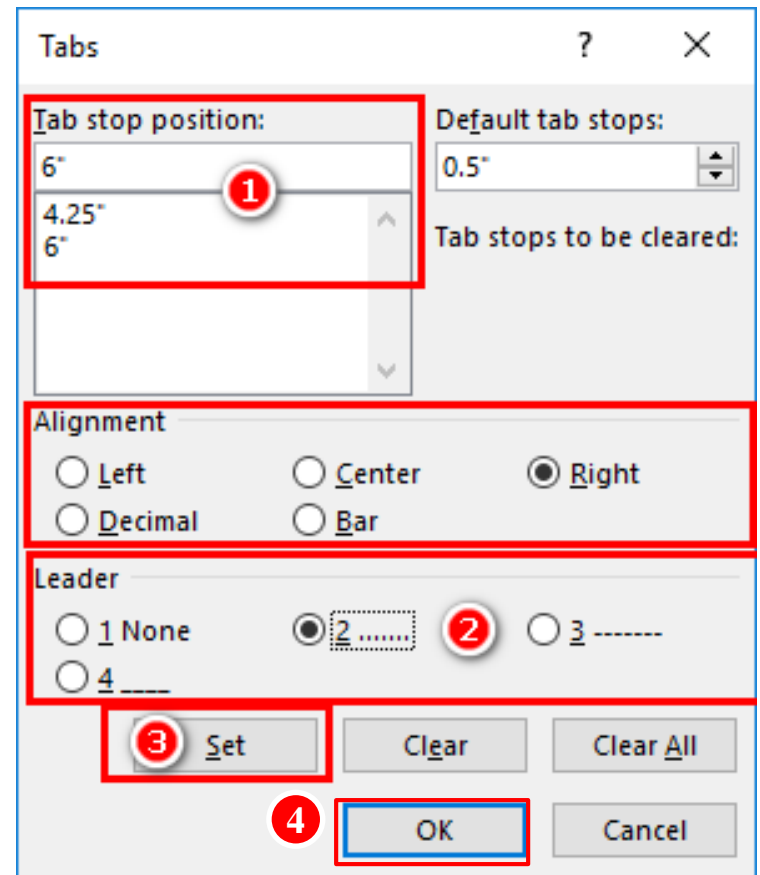
The screenshot shows the Microsoft Word interface with the **Tabs** dialog box open. The **Home** tab is selected in the ribbon (1). The **Paragraph** group on the ribbon is highlighted (2). The **Tabs** dialog box is shown with the following annotations:

- 1**: Home tab in the ribbon.
- 2**: Paragraph group in the ribbon.
- 3**: Tab stop position list in the dialog box.
- 4**: Set button in the dialog box.
- 5**: Tab stop position input field in the dialog box.
- 6**: Clear button in the dialog box.
- 7**: OK button in the dialog box.

Red arrows point to the input field (5) with the text "Enter new value" and to the list (3) with the text "Select the tab stop to delete". A red arrow points to the ruler with the text "Drag to the left or right".

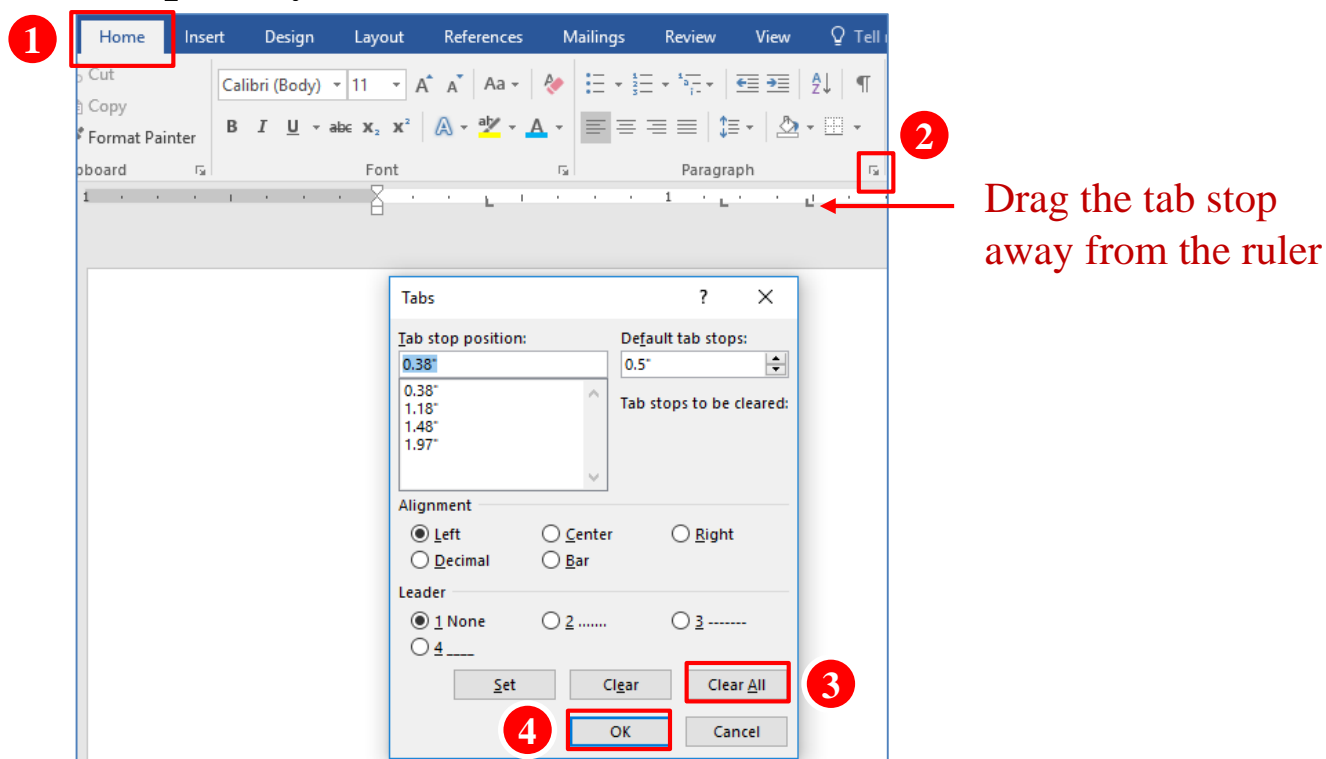
2 – Set tab stops

- Set a tab stop with a leader:
 - In the **Tabs** dialog box, set a new tab stop or select an existing one.
 - In **Leader** → select the option to use → **Set** → select **OK**.




2 – Set tab stops

- Delete all tab stops:
 - In the **Tabs** dialog box → **Clear All** → select **OK**
 - or
 - Drag the tab stop away from the ruler



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3.6 Apply lists to a document

- **3 types of lists**

- Bulleted list



- Numbering/Numbered list



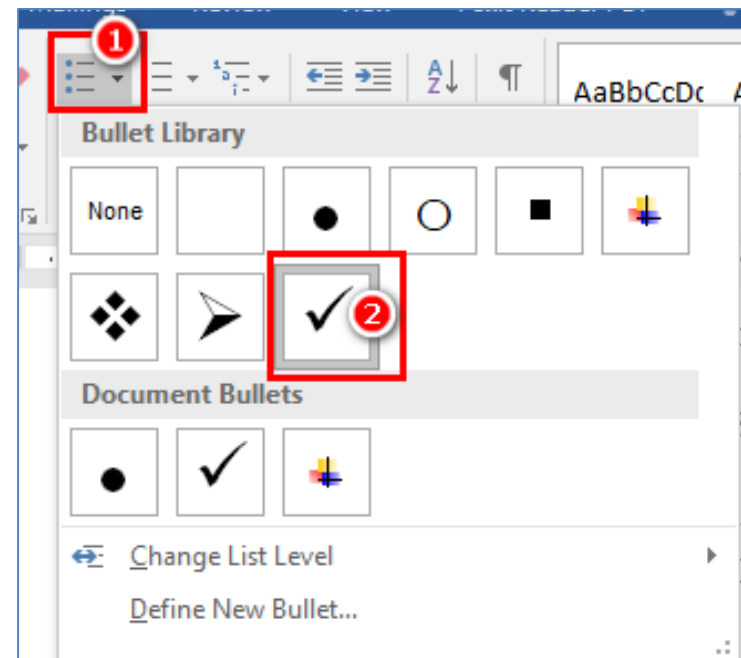
- Multilevel List



- We only focus on bulleted list. Working with numbered list is similar to bulleted list.

3.6 Apply lists to a document

- Create a bulleted list:
 - Select the paragraphs to format → **Home** tab → **Paragraph** group → select **Bullets** → select the bullet



1.2.2 Nhiệm vụ

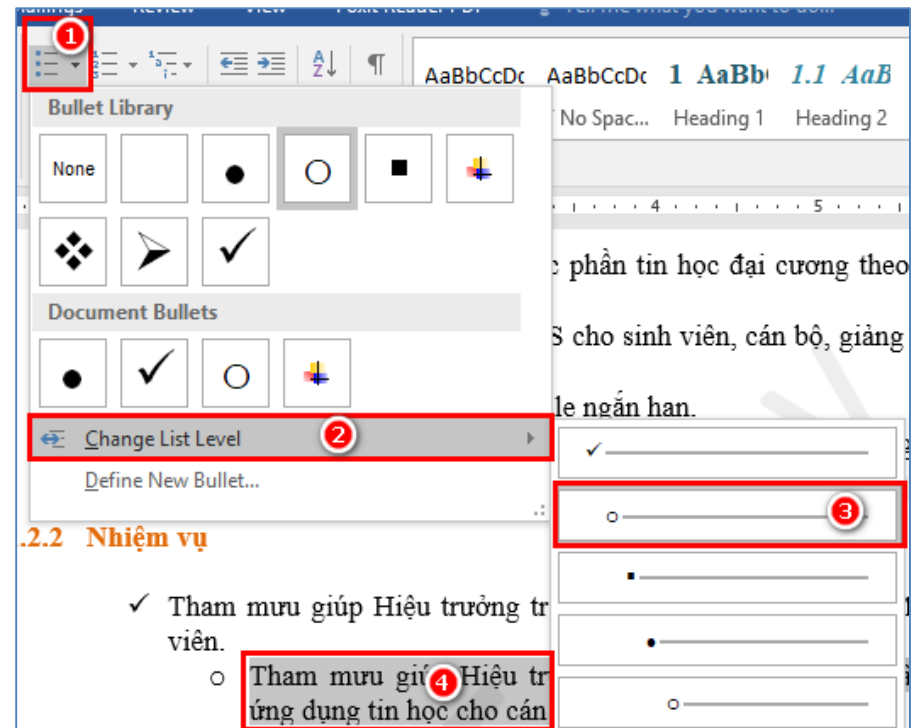
- ✓ Tham mưu giúp Hiệu trưởng trường viên. 3
- ✓ Tham mưu giúp Hiệu trưởng trường tin học cho cán bộ, giảng viên và

3.6 Apply lists to a document

- Change the level of a bulleted list (2 ways):

- 1:

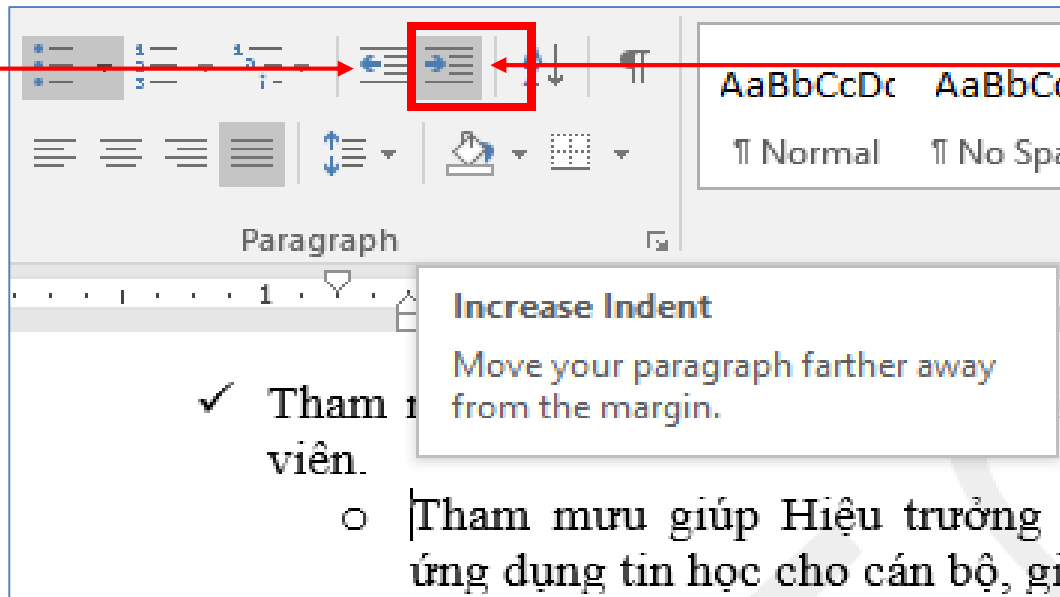
- Select the paragraphs to change
- Home** tab → select **Bullets** (1) → select **Change List Level** (2)
- In **Change List Level** → select new level (3)



3.6 Apply lists to a document

- Change the level of a bulleted list (cont.):
 - 2: Put the cursor at the level you want to change → **Home** tab → **Paragraph** group → select **Decrease Indent** to increase level or select **Increase Indent** to decrease level

Decrease indent
(increase level)

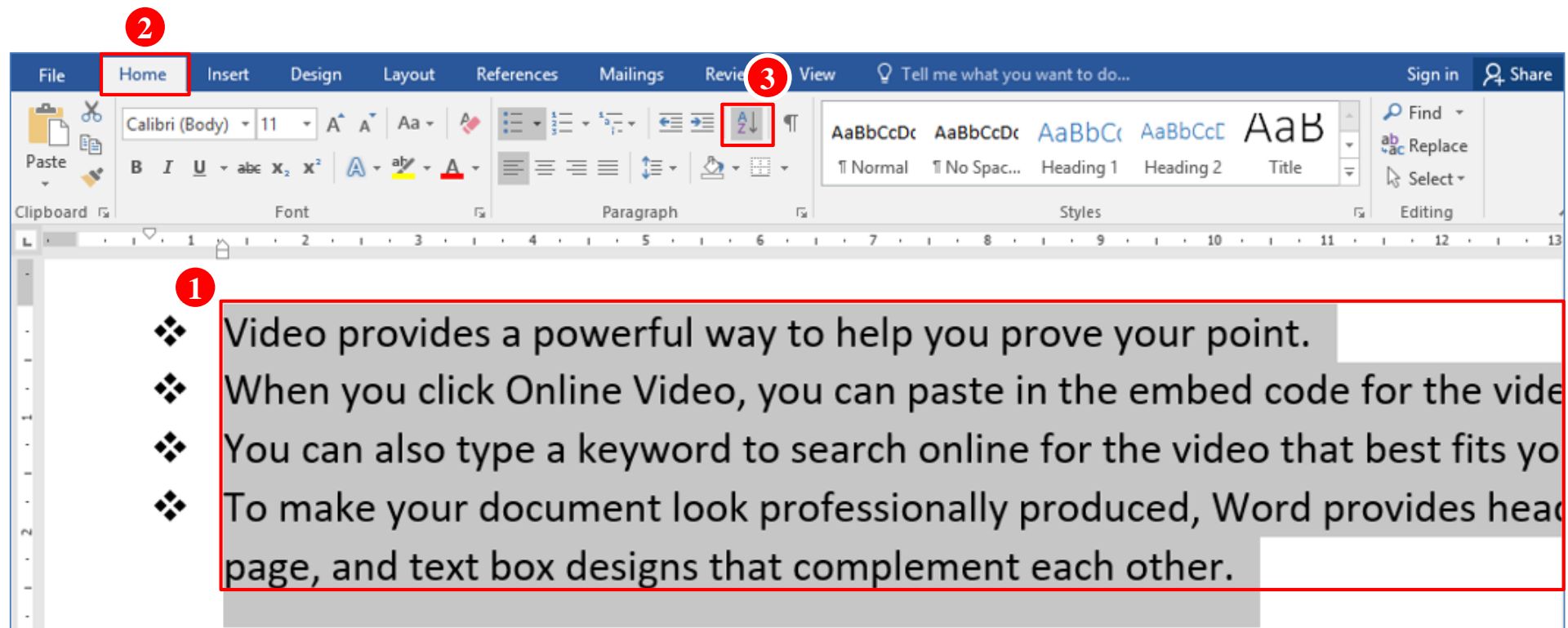


Increase indent
(decrease level)

3.6 Apply lists to a document

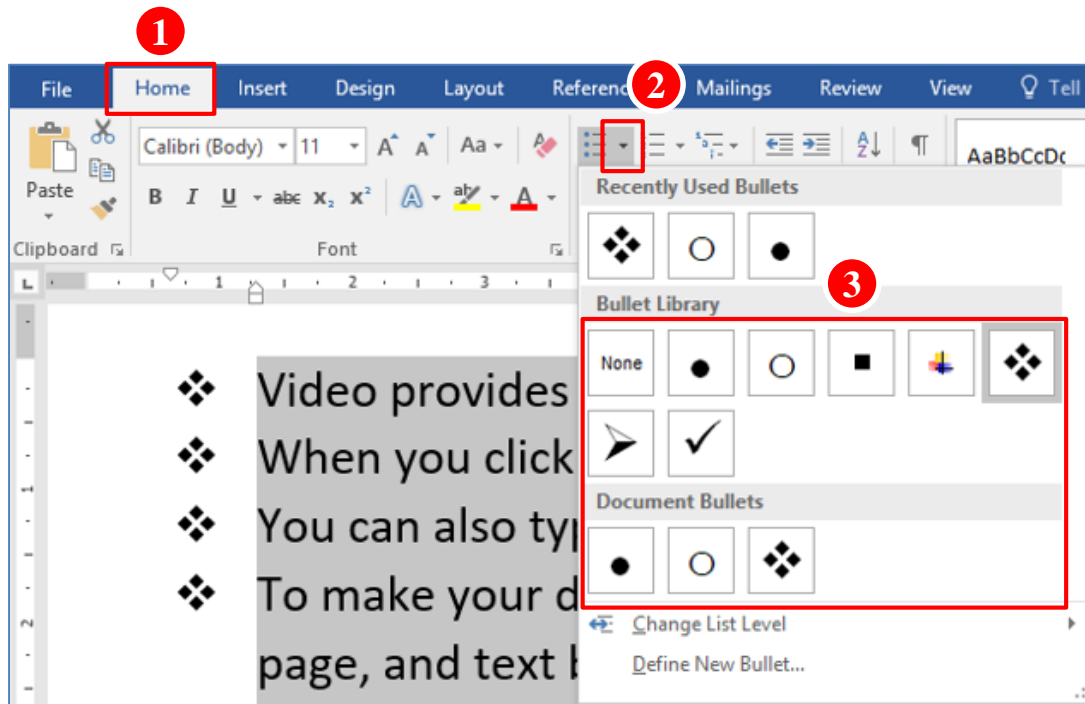
- Sort items in a bulleted list: Select the items in the list you want to sort (1)

→ Home tab (2) → select Sort (3).



3.6 Apply lists to a document

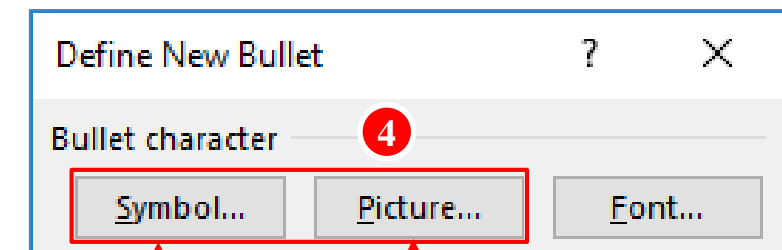
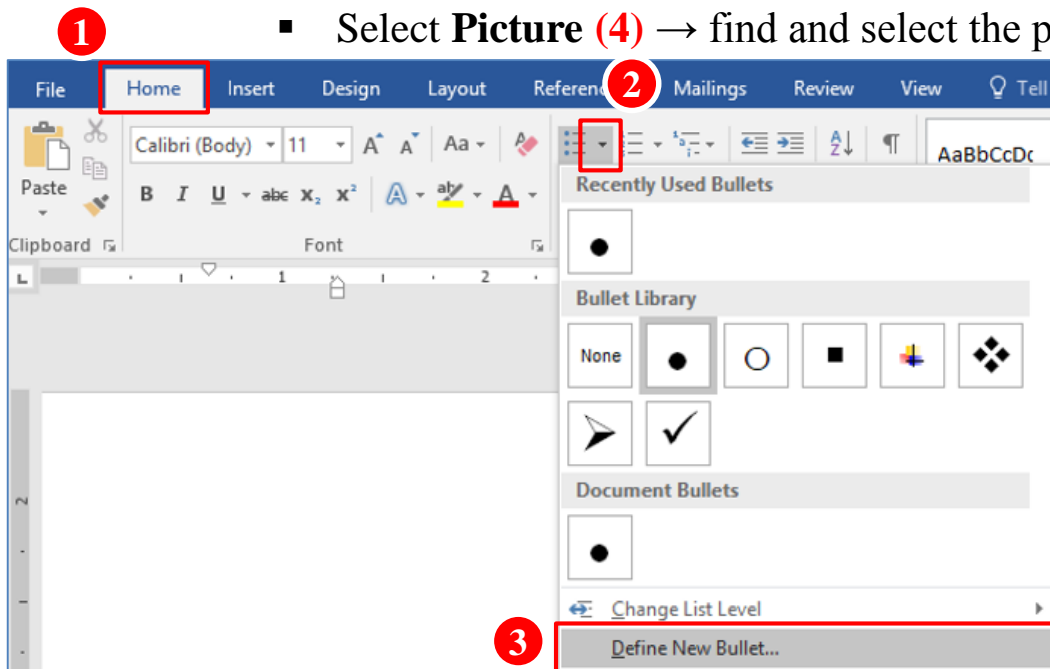
- Change the bullet symbol (2 ways):
 - 1: Select the bulleted list → **Home** tab (1) → click the arrow to the right of **Bullets** (2) → In **Bullet Library** → select new bullet (3).



3.6 Apply lists to a document

- Change the bullet symbol (cont.):

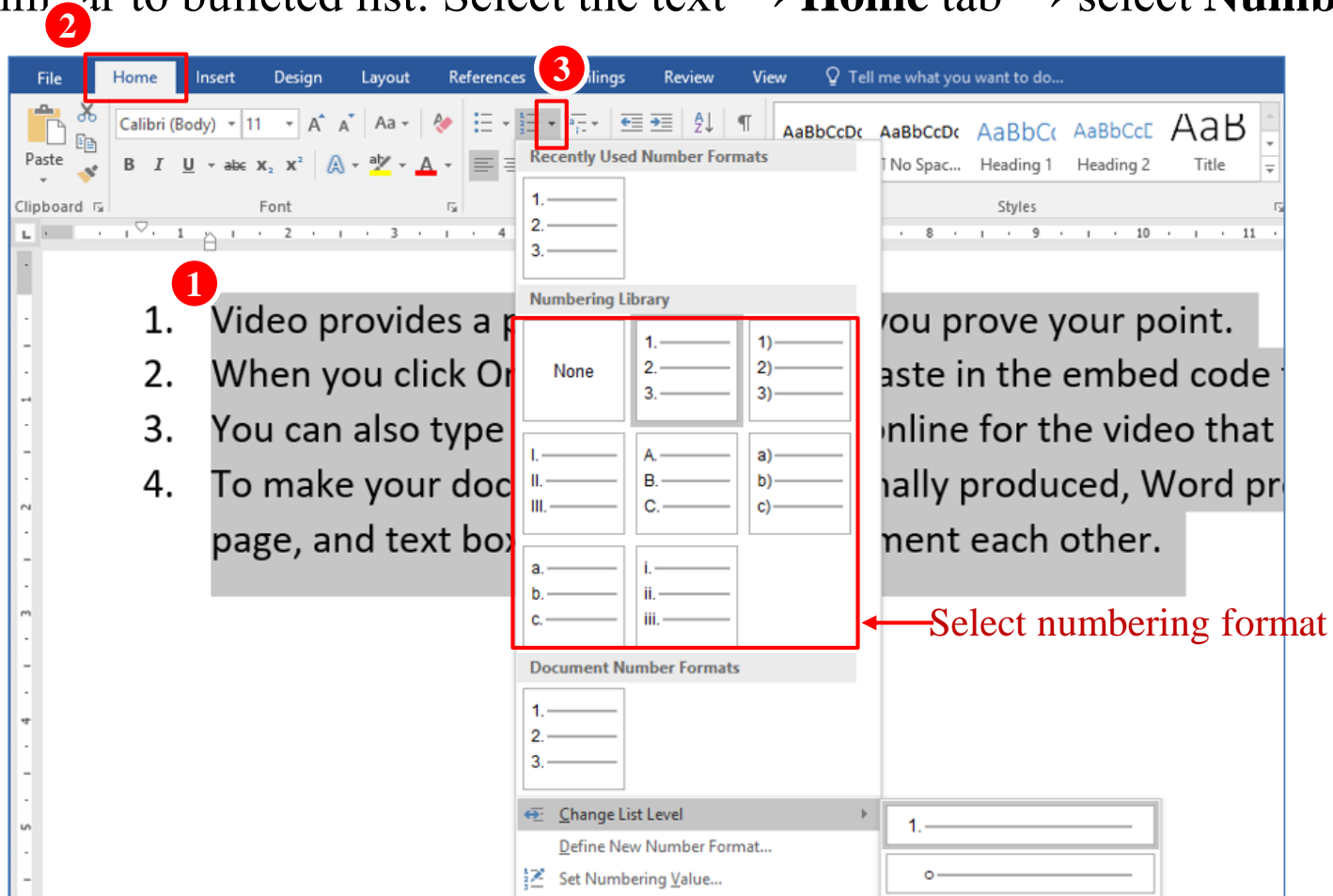
- 2: Select the bulleted list → **Home** tab (1) → **Bullets** (2) → select **Define New Bullet** (3) .
- In the **Define New Bullet** dialog box, select one of the following options:
 - Select **Symbol** (4) → In the **Symbol** dialog box → find and select the symbol to use → **OK**.
 - Select **Picture** (4) → find and select the picture to use → **OK**.



Select the symbol Select the picture

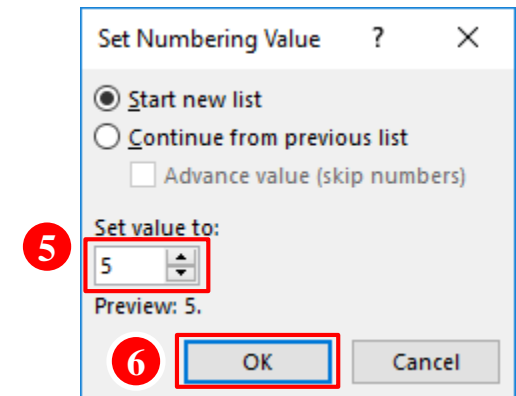
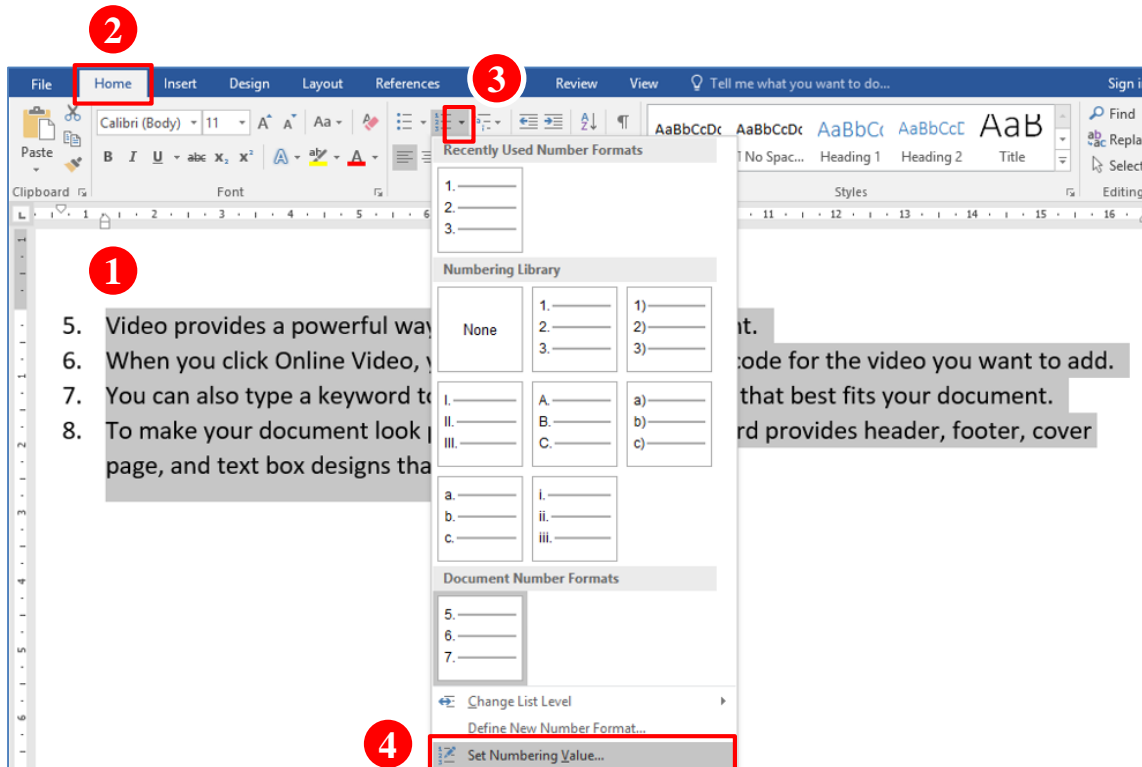
3.6 Apply lists to a document

- Work with numbered list:
 - Similar to bulleted list: Select the text → **Home** tab → select **Numbering**.




3.6 Apply lists to a document

- **Set numbering value for a numbered list:** Select the numbered list → **Home** tab → select **Numbering** → **Set Numbering Value** → Enter the first number of the list in **Set value to** → **OK**.



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